

**GATEWAY COMMUNITY COLLEGE
JOB OPPORTUNITY
ACCOUNTANT
BUSINESS OFFICE**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: EXAM CANDIDATES
Location: Long Wharf Campus
Hours: M-F 8:00am-4:30pm
Salary: \$60,593
Posting Number: 50306
Closing Date: November 23, 2011

General Knowledge: Under the Direction of the Director of Finance and Administrative Services or his/her designee, the Accountant assigned to the Business Office is primarily responsible for 1) Grant fiscal management and accounting, (i.e. ensures the College's compliance with policies, procedures and grantor requirements; develops budget proposals; provides technical assistance and training to grant managers on the use of Banner Self Service and other budget management tools; interprets and advises grant managers and college administrators; receives and codes requisitions; uses Banner to maintain and manage grant budgets; reviews financial statements for accuracy; exports and analyzes financial data using Excel or other electronic tools, identifies discrepancies, creates and posts appropriate adjusting journal entries; invoices grantors and ensures effective cash management; produces budget and expense analysis reports for grantors, grant managers, and college administrators and designs ad hoc analysis; prepares the FISAP, Perkins, ED121 and other grant related reports; oversees timely close-out of expired grants). 2) Coordinating the preparation of all General Ledger reconciliations and ensuring the timely resolution of outstanding items, (i.e. provides technical assistance and training; prepares assigned reconciliations; reviews cash and other reconciliations assigned to other Business Office staff; identifies discrepancies and initiates correcting entries; maintains log of reconciliation reviews). 3) Reconciling the payroll, (i.e. codes and maintains a log of educational assistant and student labor contract requests; exports payroll data from Banner into Excel and performs budget to actual analysis, researches discrepancies, determines appropriate resolution, and posts adjusting entries; calculates fringe benefit rates; coordinates the accurate posting of work study labor expenses, prepares and posts payroll recovery adjusting journal entries). 4) Reviews and approves cashier's batches, purchase orders, and accounts payable invoices. And, 5) Other miscellaneous accounting related duties as assigned by the Director of Finance and Administrative Services or his/her designee.

Preferred Skills and Ability: Bachelor's degree in accounting or related field. 1 year of budget management and 1 to 2 years of grants management experience. Proficient knowledge and firsthand experience using advanced Microsoft Excel functions including pivot tables. Understanding of payroll accounting. Experience working with an integrated financial a system such as SunGardHE Banner.

General Knowledge: Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials.

Eligibility Requirement: Candidates must have applied for and passed the ACCOUNTANT exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. **Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Please send a CT-HR-12 application, before the close of business (5:00pm) on the date indicated above to:

**Gateway Community College
Human Resources Office
88 Bassett Road
North Haven, CT 06473**

Faxed applications will also be accepted. 203-285-2539

A CT-HR-12 application can be found on our website at:

http://www.gwcc.commnet.edu/uploadedFiles/Human_Resources_Department/CT-HR-12_Application.pdf

We request a cover letter and Resume to be included with your application; however it WILL NOT substitute for any information required on the application form. Applicants who do not submit the proper application (CT-HR-12) will be eliminated.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.